

Items for Discussion for DDS and DCI Meeting, 14 May 1964  
in Room 7D-34, Headquarters

I. Introduce New Records Officers -

*1/1*  
[redacted] - [redacted] - *Cable Secretariat*  
Budget, Program Analysis and Manpower

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II. Purpose of Meeting

1. Suggested by [redacted]
2. Small group - more opportunity for discussion.
3. Exchange ideas of mutual interest.

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III. Announcements

- ✓ 1. IRAC - 15 May - "Paper - Forest to File - Bureau of Standards Official
- ✓ 2. Agency Records Officers - 10 June, 1E-78, at 10:AM, "Office Equipment - Not Gadgets, William Reilly, GSA.
- ✓ 3. Filing Equipment Current Prices - *Distribute*
- ✓ 4. New book - "Records Management --A Modern Tool for Business, by Mary Claire Griffin - Allyn and Bacon, Boston 1964. LIBRARY will procure two (2) copies.

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✓ 5. *FORM 2218-EQUIPMENT INVENTORY* - [redacted]  
IV. AREA Conference

1. Government Leadership
2. Industry Status
3. Records Management Journal
4. Objective - Professional Records Manager.

✓ V. Federal Records Officers Conference

1. Objective - Audit
2. Congressional and GAO Impetus
3. Regulations and Guides
4. Self Appraisal

VI. Training

- ✓ 1. Records Management Workshop, 8-19 June
- ✓ 2. AMA Records Management Seminar
- ✓ 3. Forms Management Workshop
- ✓ 4. Source Data Automation Workshop; 14-18 Sept.  
12-26 October  
16-20 November

VII. Visit to Records Center

VIII. ✓ Reporting to Top Management

1. Program Status
2. Benefits from Program
3. Problems.

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